

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-010 **Issue Date:** 01-28-15 **Closing Date:** 02-03-15

Accountant I
Human Services Administration
Department of Human Services
Hourly Wage: \$17.70/Regular/Full-Time

The employee occupying this key fiscal position for the department provides responsible, complex and specialized accounting, administrative and technical assistance to the Human Services Department to contribute and ensure accountability and fiscal compliance with the Yakama Tribal policies and procedures, funding source fiscal requirements and general accepted accounting principles. This employee does the accounting services for assigned accounts, grant and contracts. This employee has the authority and the fiscal matters, to negotiate resolving fiscal programs and to gather necessary fiscal data needed to make recommendations to the appropriate staff. The employee establishes and maintains lines of communication with program managers and bookkeepers to promote and ensure necessary coordination for the completion of fiscal transactions; to collect fiscal data, to complete fiscal reports and/or do fiscal transactions necessary to solve an accounting or a compliance problem. This employee keeps abreast of the total fiscal resources of the department and is readily available to make recommendations for fiscal and fiscal related matters when needed. This employee compiles the Fiscal Tribal Budget for accuracy and preparation for committee. Work requires strict attention to detail, accuracy, protection of confidentiality, and latitude of judgment and discretion in implementing program policies. This employee communicates with the Data Processing Department regarding the Tribes computerized financial system and coordinates training.

Knowledge, Skills and Abilities:

- Knowledge of governmental bookkeeping and accounting theories and principles.
- Knowledge of YIN Tribal, contract and grant policies and procedures.
- Knowledge of management principles and practices, including management of people and funds.
- Knowledge of the indirect cost fund and concepts.
- Knowledge of general ledger accounting system.
- Knowledge of the Department of Human Services.
- Knowledge of the people of the Yakama Indian Reservation and the culture.
- Knowledge of the YIN Financial policies and procedures, documents and time frame necessary for expenditure and accountability to funds.
- Knowledge in use of computer and computer software for area of fiscal management and word processing.
- Knowledge of State and Federal regulations.
- Knowledge of current literature, trends, and developments in the area of responsibility.
- Ability to communicate and establish a good working relationship with people.
- Ability to complete independent non-routine reports and correspondence.
- Ability to research problem areas in various programs and give solutions.
- Ability to analysis and prepare financial spreadsheets.
- Ability to supervise.
- Ability to perform user functions.
- Ability to communicate effectively in both oral and writing.
- Ability to research or provide technical assistance in preparation of workshops or training workshops.
- Ability to forecast future year financial documents.
- Ability to establish and effective working relations as necessary.
- Ability to plan, organize for multiple assignments.
- Ability to prepare and present financial reports or spreadsheets.
- Ability to read and interpret the financial statements of the YIN.
- Skills in computers and software.
- Skills in word processing.
- Skills in computer worksheets, spreadsheets and data input.

General Recruiting Indicators:

- Two years of college level courses in accounting OR, Five years of progressively responsible bookkeeping responsibilities with experience in contract/grants or Tribal accounting work experience.
- Ability to pass a pre-employment drug and alcohol test.